



City of Bedford, Virginia

Site Review Plan Information

The Building Department is under the Department of Planning and Community Development. The building official handles permits, inspections and approvals as well as land development reviews and approvals, zoning, and subdivision plat reviews and approvals.

What Projects require site plan approval?

A site plan is required for any construction, expansion, enlargement, extension, reconstruction, or alteration of a building, structure, use or change of use, including the reconfiguration or re-striping of a parking lot. One and two family dwelling projects are exempt from this review process.

Site Plan review is intended to provide facts and information to the builder, developer, owner or owner's representative & the City regarding a proposed project. The review process is a primary tool in identifying development compliance with the policies, regulations & standards and final by the City of Bedford.

The Pre-Application meeting

Builders, developers, owners, representatives and plan preparers unfamiliar with the applicable requirements and approval procedures of the City are strongly encouraged to meet with the Development Manager (Building Official) prior to submission of the site plan application. The Coordinator may require a pre-application conference with the applicant and appropriate plan review team members for large or complex projects.

Minimum submission requirements

Applicants are advised to familiarize themselves with the application prior to plan preparation. Seven (7) copies of the Site Development Plan Review Application, seven (7) copies the site plans (each page sealed and indicating the last revision date) and three (3) copies of the sealed pre & post drainage and storm water management calculations and their accompanying checklists.

Minimum Contents for a Site Plan

- Title of the project; names of the engineer, architect, landscape architect or surveyor, if any;

names of the developer and property owner; and a signature panel for the agent's approval.

- The north point, scale, date and vicinity map.
- The boundaries of the property involved, all existing property lines, setback lines, buildings, watercourses, waterways or lakes and other existing physical features in or adjoining the project, including flood hazard areas as identified by the official City flood insurance maps. Physical features such as watercourses, waterways or lakes on adjoining properties need only be shown in approximate scale and proportion. One page of the plans shall contain a copy of an approved plat and indicated the recordation data, unless otherwise approved.
- The location, dimensions and character of construction of existing and proposed streets, alleys, sidewalks, curbs and gutters and all curb cuts.
- The location and size of existing and proposed sanitary sewers; water, fiber optic telephone or other communication cables & equipment, electric and other utility lines; culverts and other underground or overhead structures in or affecting the project, including existing and proposed facilities and easements for the facilities. Where existing utilities are not existing on site and will be required for development, they shall be located and shown on with sizes and distances on the applicable utility page.
- All off-street parking, travel lanes, driveways, loading spaces, ADA compliance structures, walkways and outdoor lighting systems (use of the City candlestick lighting is encouraged), including luminary size indicating type of surfacing, size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided.
- Existing and proposed storm water management facilities indicating location, size, type and grade of ditches, catch basins, and pipes, including on-site water retention and related requirements and that they will be maintained by the owner.
- Landscape, screening, etc. plans. Screen fencing is discouraged.
- Information necessary to demonstrate that all construction or development will be pedestrian friendly and fully comply with applicable federal, state and local requirements for accessibility to the handicapped. City approved thermoplastic crosswalks are encouraged.
- A temporary traffic control plan and the site distance from all existing and proposed street entrances. Proposed pedestrian friendly sites are recommended.
- Any additional information as deemed necessary by the agent to provide sufficient information for staff review including soil information, estimated project traffic generation and related project impacts on public facilities and resources.

Site Plan Review Process

The application and site plan will be reviewed for completeness at the time of submittal. The Development Manager (Building Official) will notify the applicant of any deficiencies if the submittal is determined to be incomplete. Consequently, the City will take no further steps to process the application until the applicant remedies the deficiencies and files a complete application and site plan.

Applications may be submitted for review at any time during normal business hours to the Development Manager Office or Administrative Assistant (Building Official).

The site plan review process will follow the following steps:

- Review site plan application. A pre-application conference is strongly encouraged with the Site Plan Review Coordinator.
- Submit site plans (ten complete sets) and E&S, SMW calculations (three sets).

- Applicants will be notified if application is incomplete or further information is needed. Once plans are determined to be complete they will be reviewed.
- Site review comments are compiled by the Development Manager (Building Official) and sent to the applicant or plan preparer.
- If applicant has questions, the applicant should call the Development Manager (Building Official) to discuss or schedule a meeting.
- Applicant makes revisions and submits revised site plans (10 sets) and E&S, SWM calculations (three sets) to the Development Manager (Building Official).
- The Site Plan is redistributed.
- If all required corrections have been made, the site plan is approved and the applicant is notified. The estimated time for the approval process is six to eight weeks from complete application. If all corrections have not been remedied, the applicant will be notified of the remaining deficiencies. Please repeat steps 2-6. A surety approved by the City is generally required.
- Applications for building permits may be submitted with approved site plan.

The following checklists shall be used in the determination of the adequacy of the site plan:

- The [Erosion and Sediment Control Checklist](#)
- The [Stormwater Design and Plan Review Checklist](#)
- [Minimum Specifications for Plan Layout](#)
- [Surveying/Plat Requirements Checklist](#)
- [Guidelines for Traffic Impact Study](#)